

**Bloomington Park District  
Board of Commissioners Public Hearing and Regular Meeting Minutes  
August 24, 2020  
Johnston Recreation Center 7:00 P.M.**

**Call to Order – Public Hearing**

**2020 Budget & Appropriation Ordinance Public Hearing**

The public hearing for the 2020 Budget and Appropriation Ordinance was called to order at 7:00 pm.

(President Burke recited the following statement:

*These meetings will be conducted by video conference and in-person possibly without a physically present quorum of the Bloomington Park District Board of Commissioners because of a disaster declaration related to COVID-19 public health concerns affecting the jurisdiction of the Park District. The President of the Board of Commissioners has determined that an in-person meeting at the JRC with all participants may not be practical or prudent because of the disaster. Commissioners, the Executive Director, staff and chief legal counsel may not all be physically present at the JRC, due to the disaster. Physical public attendance at the JRC may be limited or not feasible, so alternative arrangements for public access to hear the meeting on Zoom. The meeting will also be audio and video recorded and made available to the public, as provided by law. All votes will be by roll call. The public was asked to submit questions and/or comments in advance.)*

**Roll Call**

Upon roll call, those present were Commissioners Jerry Marshall, Karen Johns, Mike Vogl, and Andre Burke and staff members Joe Potts, June Fergus, Sandy Vangundy, and Jackie Tithof Steere.

Commissioner Buzz Puccio was unable to attend the Public Hearing or Regular Meeting due to an illness.

**Adjourn Public Hearing**

There being no comments from the floor, Commissioner Vogl moved, seconded by Commissioner Johns, to close the Public Hearing at 7:05 p.m. On roll call vote the motion was approved 5-0:

Aye:	Vogl, Johns, Marshall, Burke
Nay:	None
Absent:	Puccio

### **Call to Order – Regular Meeting**

The Regular Meeting of the Bloomingdale Park District Board of Commissioners was called to order at 7:05 p.m. In attendance were Commissioners Jerry Marshall, Karen Johns, Mike Vogl, and Andre Burke and staff members Joe Potts, June Fergus, Sandy Vangundy, and Jackie Tithof Steere.

### **Recognition of Visitors**

The Board welcomed as guests Jennifer Capua and Parks Foundation members Rick Tayfel, Gerace Olson, and Brittany Richter, who attended at the Board's request. The Board wished to become better acquainted with Foundation members and thanked them for their service. Foundation members are interested in participating in additional fundraising and increasing the organization's visibility. Executive Director Potts plans to share Park District updates with Foundation members to keep them apprised of what is happening at the District.

(Rick Tayfel, Gerace Olson, and Brittany Richter left the meeting at 7:09 p.m.)

### **Approval of Minutes**

Commissioner Johns moved, seconded by Commissioner Vogl, to approve the minutes of the Board Meeting of July 20, 2020, as presented. On roll call vote the motion was approved 4-0.

Aye:	Johns, Vogl, Marshall, Burke
Nay:	None
Absent:	Puccio

### **Staff Reports**

The Board had no comments on staff reports.

### **Old Business**

#### Approval of Ordinance No. 2020-02: Budget and Appropriation Ordinance

Commissioner Vogl moved, seconded by Commissioner Marshall, to approve Ordinance No. 2020-02: The Combined Budget and Appropriation Ordinance of the Bloomingdale Park District, DuPage County, Illinois, for its Fiscal Year June 1, 2020, Through May 31, 2021. On roll call vote the motion was approved 4-0.

Aye:	Vogl, Marshall, Johns, Burke
Nay:	None
Absent:	Puccio

### **New Business**

#### Discussion of BPF Food Drive Benefitting the Bloomingdale Food Pantry

Expanding upon the discussion with members of the Foundation during the Public Comment portion of the Board Meeting, the Board expressed its satisfaction in partnering with the Parks Foundation and the Bloomingdale Township Food Pantry. The fact that Mike Hovde serves within both of those groups made things much easier for the Food Drive to happen.

Approval of Resolution No. 2020-10: Fraud Awareness Policy

Staff presented to the Board the final version of the Fraud Awareness Policy that is required of the District in order to participate in a state grant process and comply with accountability requirements. A few minor changes from legal counsel were added to the previous draft that was brought before the Board last month.

Commissioner Johns moved, seconded by Commissioner Marshall, to approve Resolution No 2020-10: A Resolution Adopting a Fraud Awareness Policy. On roll call vote the motion was approved 4-0.

Aye: Johns, Marshall, Vogl, Burke  
Nay: None  
Absent: Puccio

Approval of Resolution No. 2020-11: Whistleblower Policy

Staff presented to the Board the final draft of the Whistleblower Policy that is also required of the District in order to participate in a state grant process. A few minor changes from legal counsel were added to the final proposed draft.

Commissioner Marshall moved, seconded by Commissioner Vogl, to approve Resolution No 2020-11: A Resolution Adopting a Whistleblower Policy. On roll call vote the motion was approved 4-0.

Aye: Marshall, Vogl, Johns, Burke  
Nay: None  
Absent: Puccio

Approval of Ordinance No. 2020-03: Surplus Property

As part of the audit process each year, staff reviews assets on the books and seeks to dispose of unneeded items.

Commissioner Vogl moved, seconded by Commissioner Johns, to approve Ordinance No. 2020-03: An Ordinance Declaring Certain Park District Personal Property as Surplus and Authorizing the Sale or Disposal. On roll call vote the motion was approved 4-0.

Aye: Vogl, Johns, Marshall, Burke  
Nay: None  
Absent: Puccio

Review of Asset Capitalization Thresholds Guidelines Changes

During audit preparation, staff realized the current asset capitalization threshold guidelines contain a line item category for building and building improvements that calls for a 50-year life for anything over \$100,000, which is not necessarily practical for equipment such HVAC, electrical, and plumbing. Insurance guidelines suggest lower thresholds and lower asset lives for these types of building improvements. Thus, staff would like to add additional categories to the District's capitalization threshold model to capture assets of this nature and assign them a more appropriate lifespan. With no changes from the Board, staff will bring the item back next month in Resolution format.

## **Other Items to be Brought Before the Board**

### Observation of Mark Goode's 15-Year BPD Anniversary

It was determined this item will be brought back when Mark is able to attend.

### Review of FY19-20 Final Financial Consolidation Report and Fund Balance

Given the current uncertain financial circumstances, staff wanted to share the final unaudited FY19-20 outcome sooner rather than later. Auditors will share the final audited information with the Board in October. Staff reported the fund balance is 51% of our non-capital budgeted expenditures for fiscal year 2021, considerably better than projected. The actual loss of 421,666 was significantly less than the budgeted expected loss of \$1,206,707. Some capital projects, such as the JRC parking lot and some JRC improvements, came in less than expected.

Due to the two-and-a-half-month shutdown of the building, revenues fell considerably short of what was budgeted, but because of a strong year prior to the shutdown point, programming revenues were approximately \$40,000 less than the previous fiscal year. Staff also reigned in expenses in many areas: utilities, salaries, supplies, etc. The District was still able to transfer \$200,000 from the corporate fund to the capital project fund as is typically done with excess fund balances at year end.

The Board had a question concerning part-time staff and how many of them have been brought back. It was estimated about 35-40 were brought back for the summer, but those numbers may change depending upon work availability. The Board also thanked the staff for working hard to contain losses during this time.

## **Additional Items for the Board**

### Update on Remote Learning and School Districts

Approximately 10 participants are registered for remote learning at this time, nine from District 13 and one from District 15. Staff is in communication with District 13 about sending a staff member from the School District to aide with remote instruction and if there is a need for the Park District to provide a care site for the children of teachers. Many adjustments may be necessary at the last minute. District 13 has been nice to work with and is providing desks for the children to be placed six feet apart. The Park District stands ready to accommodate any changes the schools may have during this time.

(A slight pause in the meeting occurred at approximately 7:30 p.m. to address technical concerns.)

### Documents to be Signed

Commissioner Marshall was made aware his signature would be needed on the Budget and Appropriations Ordinance, which must be filed at the County by the end of the week, and he committed to signing it on August 25.

### Addition of October 5, 2020, Board Meeting

Having received agreement from the Board, staff will add an October 5 Board Meeting to the Board Meeting Schedule. During this meeting, auditors will present the results of the audit. The acceptance of the audit by the Board earlier than normal allows for the most current audit to be available to bidders on the rollover bond, a potential advantage for the Park District.

### **Acceptance of Financial Report**

Commissioner Vogl moved, seconded by Commissioner Johns, to accept the Financial Report dated July 2020. On roll call vote the motion was approved 4-0.

Aye: Vogl, Johns, Marshall, Burke  
Nay: None  
Absent: Puccio

### **Approval of Directive to Pay**

Commissioner Marshall moved, seconded by Commissioner Johns, to approve the Directive to Pay dated August 24, 2020. On roll call vote the motion was approved 4-0.

Aye: Marshall, Johns, Vogl, Burke  
Nay: None  
Absent: Puccio

### **Executive Session**

Commissioner Johns moved, seconded by Commissioner Marshall, to enter into Executive Session at 7:38 p.m. On roll call vote the motion was approved 4-0.

Aye: Johns, Marshall, Vogl, Burke  
Nay: None  
Absent: Puccio

### **Rise from Executive Session**

Commissioner Marshall moved, seconded by Commissioner Vogl, to rise from Executive Session at 8:08 p.m. On roll call vote the motion was approved 4-0.

Aye: Marshall, Vogl, Johns, Burke  
Nay: None  
Absent: Puccio

### **Regular Meeting, Resumed**

The Regular Meeting of the Bloomingdale Park District Board of Commissioners was called back into session by President Burke at 8:09 p.m.

### **Roll Call**

In attendance were Commissioners Jerry Marshall, Karen Johns, Mike Vogl, and Andre Burke and staff members Joe Potts, June Fergus, Sandy Vangundy, and Jackie Tithof Steere.

(The Executive Session was conducted to discuss personnel.)

**Adjournment**

Commissioner Johns moved, seconded by Commissioner Marshall, to adjourn the meeting at 8:10 p.m. On roll call vote the motion was approved 4-0.

Aye:	Johns, Marshall, Vogl, Burke
Nay:	None
Absent:	Puccio

Respectfully submitted,

Joe Potts  
Board Secretary